



Drop Ship - Receiving 3rd Party Frozen

Inventory Management

Follow these instructions to receive Drop Shipment deliveries from 3rd Party Frozen Companies.

After verifying shipment, merchandise must immediately be placed in the Walk-In Freezer.

Do not refuse any Frozen deliveries. Email FrozenFoods_IM_Support@99only.com if your backstock freezer is full or not working.

Step 1 - Unload Delivery

- ☐ Print out Produce PO from 99 Central using Store Drop-Ship PO View.
 - Use PO to prepare for delivery.
- ☐ Unload delivery and check the invoice presented by driver to ensure it is for your store.
 - Sign the invoice for the driver.
 - After signing, the driver may leave.

Step 2- Verify Delivery

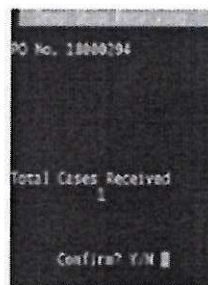
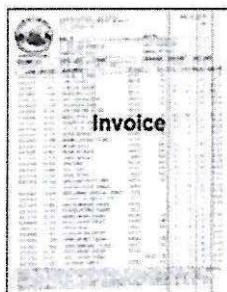
- ☐ Break down pallets and visually verify the quantity of Cases of each item received is correct as listed on the vendor invoice.
- ☐ **Once verified, immediately place all items into the Walk-In Freezer.**
- ☐ *Only scan into the system what is physically received. Do not enter what is on the PO.*

If short product when compared to the Vendor Invoice, contact Vistar within 24 Hours.

- So Cal- 800-289-6658
- Nor Cal- 800-289-8331
- Arizona- 800-350-2244

Step 3 – Enter Info in Scanner

- ☐ Enter delivery information from invoice into Handheld Scanner.
 - Enter PO number.
 - Scan or enter each item / UPC.
 - Enter Case Pack for item.
 - Enter number of cases received.



Email ReceivingIssues@99only.com for the following:

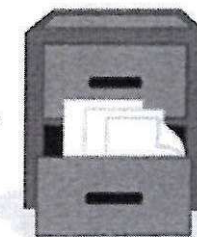
- ☐ PO in 99 Central does not match the PO on driver invoice.
- ☐ If the case pack of an item on the vendor invoice doesn't match the case pack of what is received.
- ☐ If you are short product when compared to invoice
- ☐ If an item is not in the system.
- ☐ If there is any other system issue that will not let you close the delivery in handheld scanner.

Step 4 – Close Delivery

- ☐ Close your Drop Shipment Receipt on the Handheld Scanner.
 - Log the delivery on the DSD / Drop Shipment Log.
 - File the PO / invoice in the designated location.



PO / Invoice





**Use the DSD/Drop Shipment Receiving Log to track all DSD/Drop Shipment deliveries.
Place these instructions on the clipboard with the Receiving Log**

Step 3- Complete weekly invoices

- The DSD/Drop Shipment Receiving Log must be located on a clipboard and kept in an easily accessible location in the Manager's office.

- ☐ Every DSD/Drop Shipment delivery must be recorded on this log on the day of the delivery.
- ☐ Complete one DSD/Drop Shipment Receiving Log per week (Saturday – Friday).
- ☐ If more space is needed, complete another log.

- ☐ DSD/Drop Shipment Receiving hours are from 6 a.m. to 3 p.m. for most vendors.
- ☐ All DSD/Drop Shipment counts must take place in camera view.
- ☐ All discrepancies/issues must be emailed to Receiving Issues.
- ☐ Only Receiver Certified 99ers can accept DSD/Drop Shipment deliveries.



DC Receiving – Pallet Unload

Inventory Management

**Use the following instructions when receiving a Dry or Cold delivery from the DC.
All Pallet Tags must be scanned unless you are receiving a Full Truck delivery.**

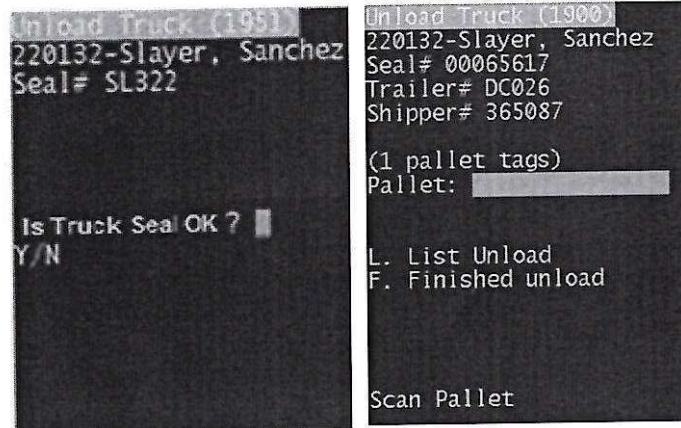
Step 1- Pallet Unload

- ☐ Select 'Pallet Unload' from the Handheld Scanner.
- ☐ Enter ID and Password.



Step 2- Scan Seal

- ☐ Press 'Y' if seal is OK and intact.
- ☐ Press 'N' if seal is broken or damaged.
 - Email 'Receiving Issues'.
- ☐ System will display the following:
 - Seal Number
 - Trailer Number
 - Shipper Number
 - Amount of Pallet Tags to Scan
- ☐ See 'Full Truck Receiving' process if all pallets are for your store.



Step 3- Scan Pallets

- ☐ Scan all pallets as you unload from the truck.
- ☐ Once all pallets have been scanned, press 'F' to Finish Unload.
 - If all Pallets were not scanned in, the screen will display the number of pallets to scan.
- ☐ Press 'Y' if Pallet was found.
 - Scan pallets and close delivery.
- ☐ Press 'N' if Pallet was not found.
 - System will close with missing pallet.
 - Email 'Receiving Issues'.



DC Receiving – Pallet Unload

Inventory Management

Step 4- Close Delivery

If your store is the last stop on the delivery:

- ☐ System will ask "Is the Trailer empty?"
 - Press 'Y' to confirm all pallets have been unloaded.

If the truck is going to another store:

- ☐ Scan or Enter the seal number for the next store.
 - Order will automatically close.

```
Unload Truck (1951)
220132-Slayer, Sanchez
Seal# SL322
Trailer# TL322
Shipper# 982

(1 pallet tags)
Pallet: PT38267307

Is the trailer empty?
Y/N
```

```
Unload Truck (1900)
220132-Slayer, Sanchez
Seal# 00075148
Trailer# 281304
Shipper# 65408

Seal Trailer
for next store!
Seal#

<Enter> or <X>
```

```
Unload Truck (1951)
220132-Slayer, Sanchez
Seal# SL322
Trailer# TL322
Shipper# 982

(1 pallet tags)
Confirm printing...
```

2 Copies of Receiving Confirmation will print

- One copy for the Driver.
- One copy to be filed at the store.

99 Cents Only Stores	
RECEIVING CONFIRMATION	
Store Number : 1951 Modesto	
Seal Number : 00367361	
Trailer Number : 470426	
Start Unloading : 05/15/20 09:16	
Finish Unloading : 05/15/20 10:14	
Pallets Unloaded : 17	
Confirmation Number : 548922	

Step 5- Receipt Confirmation

At Closing Screen

- ☐ Confirm the Receiving Confirmation has printed.
 - Press 'Y' to confirm.
- ☐ Press "Enter" to Exit.

```
Unload Truck (1951)
220132-Slayer, Sanchez
Seal# SL322
Trailer# TL322
Shipper# 982

(1 pallet tags)

Confirmation Number
180764

Confirmation Printed?
Y/N
```

Email Receiving Issues for the following

- ☐ Missing Pallets/Labels
- ☐ Cannot scan pallets into system
- ☐ Unsafe Pallet Conditions
- ☐ Pallet does not belong to your store
- ☐ Seal is broken or damaged
- ☐ Other DC Receiving Issues

Cold Reminders

- ☐ Cold Product must be staged in Walk-In Cooler within 45 minutes of receipt.
- ☐ Use a team approach to break down pallets.
- ☐ Identify Produce that can immediately go to the Sales Floor versus needing to be staged in cooler.



Handheld Scanner – Backroom Carton Build

Operations

Follow these instructions to build a carton using the handheld scanner.

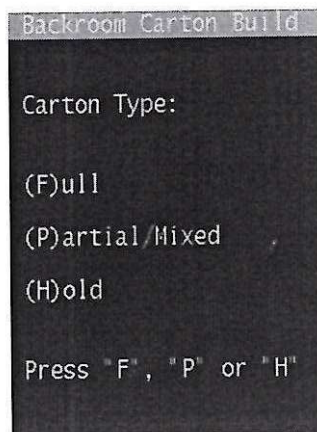
Step 1 – Access Menu

- ☐ Select **"Backroom Menu"**
- ☐ Enter your ID# and Password
- ☐ Select **"Backroom Carton Build"**



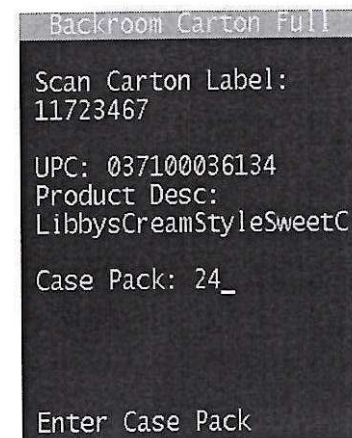
Step 2 – Select Type

- ☐ Press F or H to select type:
- ☐ **FULL (F) = FULL UNOPENED ORIGINAL CASES**
- ☐ **PARTIAL/MIXED (P) = FOR CARTONS WITH QUANTITIES NOT MATCHING THE ORIGINAL CASE QTY**
- ☐ **HOLD (H) = FOR MERCHANDISE THAT WILL BE HELD IN THE BACKROOM UNTIL FURTHER NOTICE**
- ☐ Scan Carton Label
 - ✓ If labels are needed, email StoreSupply@99only.com
- ☐ Securely attach label to carton.



Step 3 – Add Items

- ☐ Scan item UPC
- ☐ Enter Quantity (selling units)
 - ✓ For FULL type cartons, quantity must match case pack
 - ✓ For PARTIAL/MIXED and HOLD, any quantities can be entered
 - ✓ Press "Enter" to continue
- ☐ Place item in carton and repeat above for each item you will place in carton
- ☐ When done, press "ESC" for Main Menu





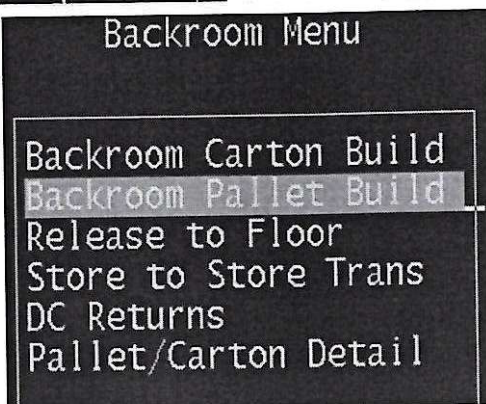
Operations

Handheld Scanner - Backroom Pallet Build

Follow these instructions to build a pallet using the handheld scanner.

Step 1 – Access Menu

- ☐ Select **"Backroom Menu"**; enter your ID# and Password
- ☐ Select **"Backroom Pallet Build"**



Step 2 – Add Cartons to Pallet

- ☐ Scan Pallet Label
 - ✓ If Pallet Labels are needed, email StoreSupply@99only.com
- ☐ Scan Carton Label on carton to add to the pallet
- ☐ Repeat above for each Carton to be added to the pallet
- ☐ Screen will show you how many Carton Labels you have scanned and added to the pallet
- ☐ When done adding cartons, press "ESC" to return to Main Menu.
- ☐ Shrink wrap pallet.
- ☐ Securely attach the Pallet Label scanned to pallet – label must be easily visible for DC to process pallet.





Operations

Handheld Scanner – DC Returns

Follow these instructions in the handheld scanner WHEN BACKHAUL PICKUP ARRIVES to place and return pallets to the Distribution Center (DC)

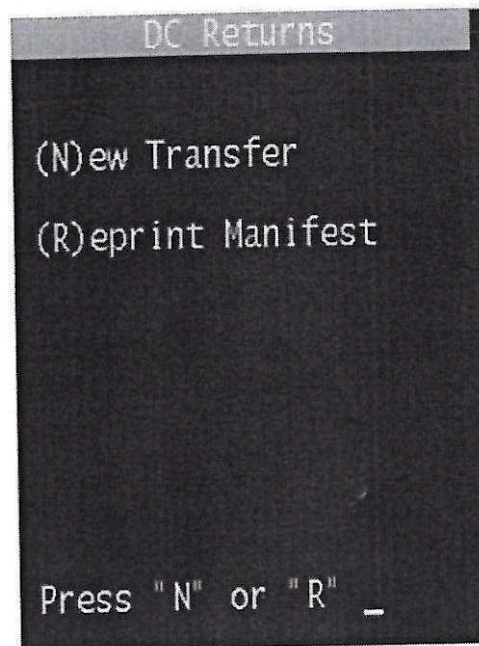
Step 1 – Access Menu

- ☐ Select **"Backroom Menu"**
- ☐ Enter your ID# and Password
- ☐ Select **"Backroom Pallet Build"**



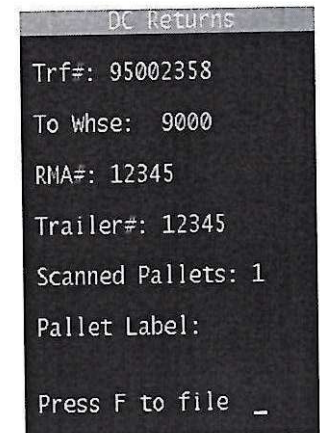
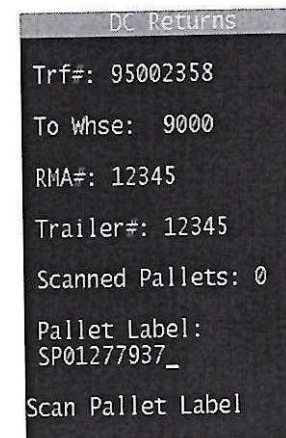
Step 2 – Select DC

- ☐ Press 'N' for a New Transfer
- ☐ Press 'Enter'
- ☐ Enter DC (Warehouse) #
 - ✓ 9000 = Commerce, CA
 - ✓ 9905 = Katy, TX



Step 3 – Enter Information

- ☐ Enter RMA Number provided.
 - ✓ If none is provided, enter store # (####)
- ☐ Enter Trailer Number (ask driver if not sure).
 - ✓ If none is provided, enter store # (####)
- ☐ Scan or Enter Pallet Label number on each pallet being returned.
 - ✓ If you need to remove a pallet from the return, enter 'R' followed by the Pallet Number
 - ✓ Ex. To remove SP01277937, enter RSP01277937
- ☐ Press 'F' when finished scanning pallets
- ☐ Enter Truck Seal Number
- ☐ Manifest will print automatically
- ☐ Press "Enter" to return to Main Menu





Backhaul Pickups

Backhaul Pickups are used to return approved items to the DC.

Please use the following instructions to correctly prepare for scheduled backhaul pickups.

Most items returned are recycled by either selling to vendors for cash or reused for future deliveries.

BACKHAUL MANIFEST

Instructions:

1. Fill out return information (Store # Name, Date, Trailer#, Seal#, Arrival/Departure Time)
2. Fill in the quantity for each item being returned. (Leave blank if none are being returned)
3. Make a copy of this form when completed. Keep on file in the office for 1 year.
4. Tape the completed Backhaul Manifest Form to the last pallet loaded onto the trailer.



Store #	Store Name:	Date:
Trailer #	Seal # (on arrival):	
Arrival Time:	AM PM	Departure Time: AM PM
Item	Store Count	DC Count
Pallets	99 Cents Plastic Pallets	
	Blue CHEP Pallets	
	Red PECO Pallets	
	IGPS Plastic Pallets	
	Regular/White Wood Pallets	
Trays	Bread Trays	
	Plastic Trays (Dixie Out Trays)	
	Soda Trays (DO NOT include Pepsi)	
Crates	Milk Crates (DO NOT include 3rd Party)	
	Produce Crates (DO NOT include 3rd Party)	
	Collapsible Produce Crates	
Equipment	Broken Shopping Carts (Needs Approval)	
	Excess Shopping Carts (Needs Approval)	
	U-Boats	
Other	Bags of Plastic Wrap (No Trash)	
	Cardboard Bales	
	Gaylord Bins	
	Recall/ To DC Transfer Cases	

MOD Signature: _____ ID# _____
Driver Signature: _____ New Seal # _____

NOTES / COMMENTS

For DC Use Only			
Pallet Positions	Planned Pallet Positions	Actual Pallet Positions	
Condition of Backhaul	Excellent	Fair	Poor
DC Verification Signature	Date:	Time In: AM / PM	Time Out: AM / PM

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Approved – Items OK to Return on Backhauls

- ☐ Approved items for return can be found on the Backhaul Manifest Form.
- ☐ Returnable items include:

- Pallets – Wood, Plastic and CHEP
- Trays – Bread, Plastic, Soda (not including Pepsi)
- Crates – Produce and Milk (if produce and milk is received from the DC)
- Gaylord Bins
- Cardboard Bales (no plastic, Styrofoam or trash mixed with bale)
- Plastic Wrap (no trash or food or colors)
- Freezer Blankets
- Product recalls as directed by SSC

Not Approved - DO NOT Return on Backhauls

- ☐ DO NOT return the following items with Backhauls.

- Broken Shopping Carts (To be repaired at store level – details coming soon.)
- Trash – dispose of at store level
- Product (unless instructed by SSC)
- Fixtures, Shelving, Coolers (unless instructed by SSC)
- Plant Racks or any other type of rack.
- Helium Tanks or Propane Tanks
- Manual/Electric Pallet Jacks – Call Crown for service.

Step 1 - Pallets, Trays and Crates

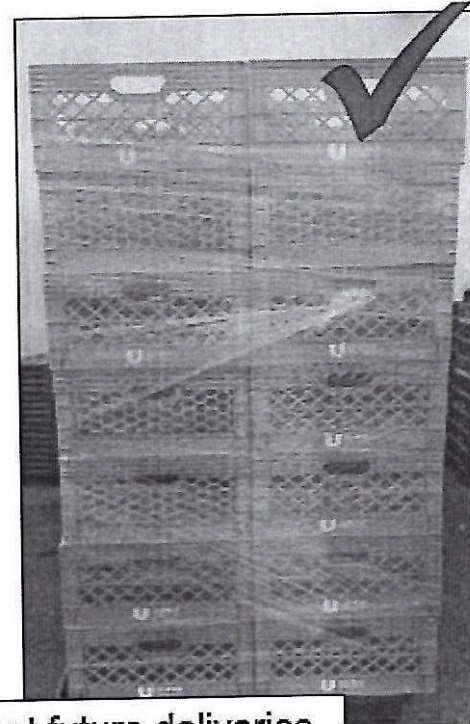
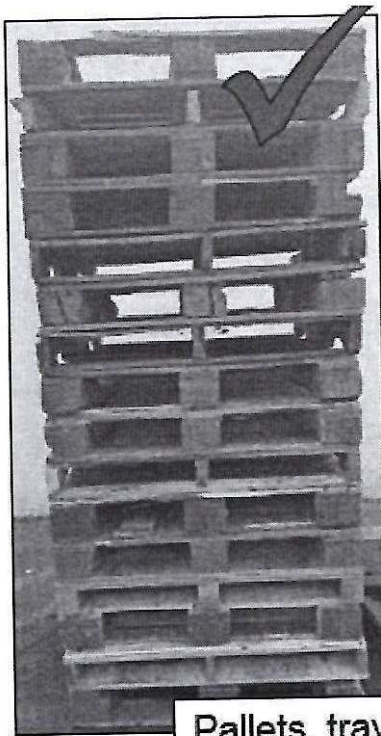
Prepare stackable items

- ☐ Stack all returnable items neatly.
 - Pallets – Wood, Plastic and CHEP
 - Trays – Bread, Plastic, Soda (not including Pepsi)
 - Crates – Produce and Milk (if items are received from the DC)
- ☐ Shrink wrap loose items to create strong pallets.
- ☐ Pallets, trays and crates are reused to support future deliveries.

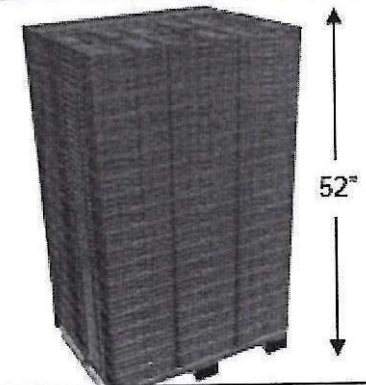
Step 2 - CHEP Pallet

Prepare CHEP Pallet

- ☐ Designate area in backroom for a CHEP Pallet(s).
- ☐ Collect empty containers.
- ☐ Fold short ends of CHEP container to center, then fold along sides.
- ☐ Once flat, stack containers with the folded side facing up.
- ☐ Stack containers in 5 columns up to 52" in height, including pallet.
- ☐ Shrink wrap to create strong pallet.



Pallets, trays and crates are reused to support future deliveries.



RPC Pallet

Step 3 - Cardboard Bales

Prepare cardboard bales

- ☐ Keep cardboard separate.
- ☐ Secure with baling wire.
- ☐ Cardboard bales should NOT include any plastic, trash or Styrofoam.
- ☐ Dispose of trash in dumpster at store level.
- ☐ Note: Los Angeles stores - return tortilla boxes intact with the backhaul.

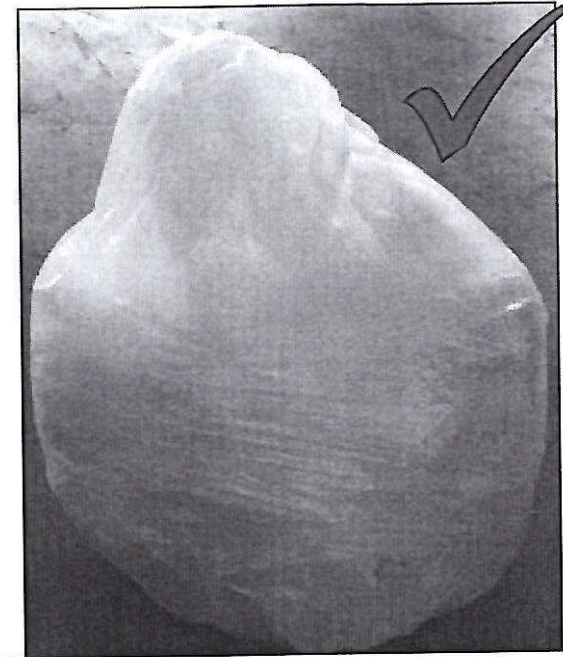


Cardboard is recycled

Step 4 - Plastic Shrink Wrap

Prepare White / Clear Plastic Shrink Wrap from deliveries

- ☐ Only return white/clear plastic shrink wrap from trucks.
- ☐ DO NOT return plastic wrap with trash as it cannot be recycled.
- ☐ DO NOT include:
 - Trash / Food
 - Plastic wrap with colors or writing
 - Product packaging, food.
- ☐ Dispose of trash in dumpster at store level.



Shrink Wrap is recycled

Step 5 - Other Approved Items

Prepare other items approved for backhaul as needed

- ☐ Freezer Blankets
- ☐ Recalls with a Product Return Notice

Notes:

- ☐ If sending back a product return, attach a copy of the return notice and write the RMA# on the cartons.
- ☐ DO NOT send back broken carts – Keep in the backroom.

PRODUCT RETURN NOTICE
DOG GROOMING PRODUCTS
COMMERCE DC STORES ONLY

INSTRUCTIONS	ITEM #	DESCRIPTION	UPC
DATE ISSUED 02/22/16 1) Items listed MAY NOT BE SOLD. 2) IMMEDIATELY REMOVE items from Sales Floor and Backroom. 3) BUILD backroom cartons of items. 4) RETURN cartons to DC with next backhaul delivery. ✓ Follow instructions in <u>SOP 02.05.02 Store to DC Transfer</u> . ✓ Attach copy of notice on cartons. ✓ Write RMA # on cartons. 5) POST this notice on Bulletin Board for 7 days.	685691	Top Paw Dog Shampoo	737257436589
	685692	Top Paw Dog Shampoo	737257436701
	685693	Top Paw Dog Spray	737257436640
	685694	Bow Wow Dental Foam	742797762487
	685696	Top Paw Dog Shampoo	737257495098

RMA 16001

Store #
Manager's Signature

Date Returned

Questions? Contact Store Order (x1339) or Quality Control (x1356)

Step 6 - Backhaul Manifest Form

Fill out the Backhaul Manifest Form

- ☐ Complete for each trailer being returned to the DC.
- ☐ Record all items being returned in the "Store Count" column.
- ☐ Only return approved items with backhauls.
- ☐ Make (2) copies of the Backhaul Manifest Form.
 - File (1) in the Inventory Control Binder.
 - Give (1) to truck driver at pickup.

BACKHAUL MANIFEST

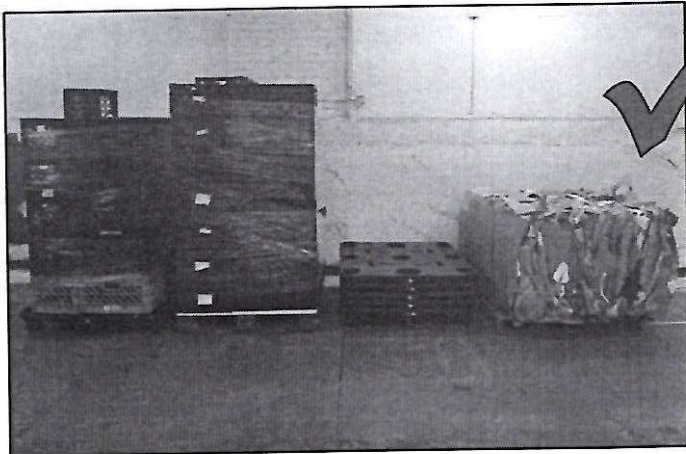
Instructions:
 1. Fill out return information (Store # Name, Date, Trailer, Seal, Arrival/Departure Time)
 2. Fill in the quantity for each item being returned. (Leave blank if none are being returned)
 3. Make a copy of this form when completed. Keep on file in the office for 1 year.
 4. Tape the completed Backhaul Manifest Form to the last pallet loaded onto the trailer.

Store #	Store Name:	Date:	Trailer #	Seal # (on arrival):
Arrival Time: AM PM Departure Time: AM PM				
Item	Store Count	DC Count		
Pallets	99 Cents Plastic Pallets			
	Blue CHEP Pallets			
	Red PECO Pallets			
	iGPS Plastic Pallets			
	Regular/White Wood Pallets			
Trays	Bread Trays			
	Plastic Trays (divide Out Trays)			
	Soda Trays (DO NOT include Pepsi)			
Crates	Milk Crates (DO NOT include 3rd Party)			
	Produce Crates (DO NOT include 3rd Party)			
Equipment	Collapsible Produce Crates			
	Broken Shopping Carts (Needs Approval)			
	Excess Shopping Carts (Needs Approval)			
	U-Boats			
	Other	Bags of Plastic Wrap (No Trash)		
	Cardboard Bales			
	Gaylord Bins			
	Recall/ To DC Transfer Cases			

MOD Signature: _____ **ID#** _____
Driver Signature: _____ **New Seal #** _____
Notes: (Optional) _____

For DC Use Only			
Pallet Positions	Planned Pallet Positions	Actual Pallet Positions	
Condition of Backhaul	Excellent	Fair	Poor
DC Verification Signature	Date	Time In	Time Out

Step 7 - Load Trailer

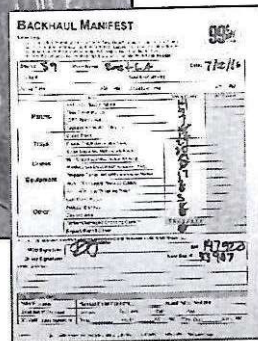


Load onto the trailer on the day of scheduled backhaul pickup

- ☐ Check pickup schedule posted on 99 Central for pickup dates by store.
- ☐ Neatly load the backhaul onto the trailer.
 - ✓ Examples of a bad load are included on the next page.
 - ✓ DO NOT return trash, fixtures, shelves, racks or product.
- ☐ As a reminder, shrink wrap loose items to create strong pallets.
- ☐ Write store # / name using a black marker on all 4 sides of the pallet.
- ☐ Tape the Backhaul Manifest Form on the last pallet loaded.
 - ✓ Give copy of manifest to truck driver.

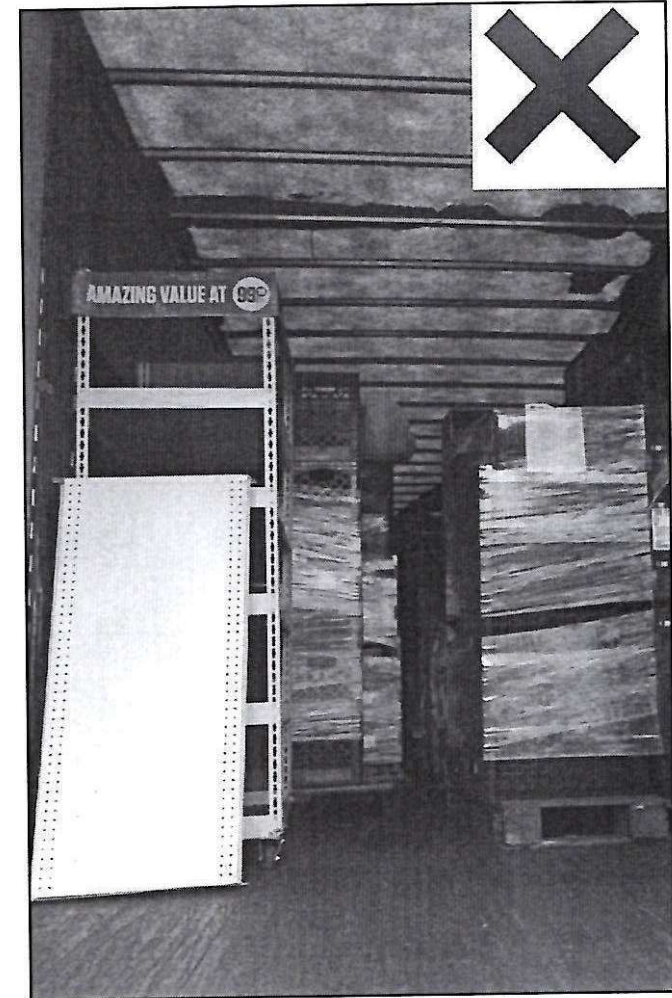


Prepare backhaul items the night before trailer arrives



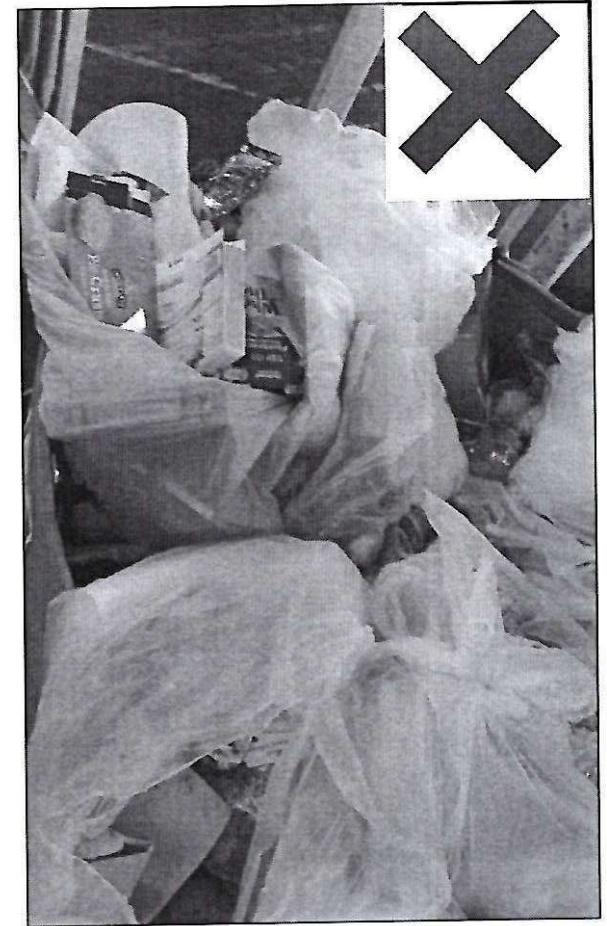
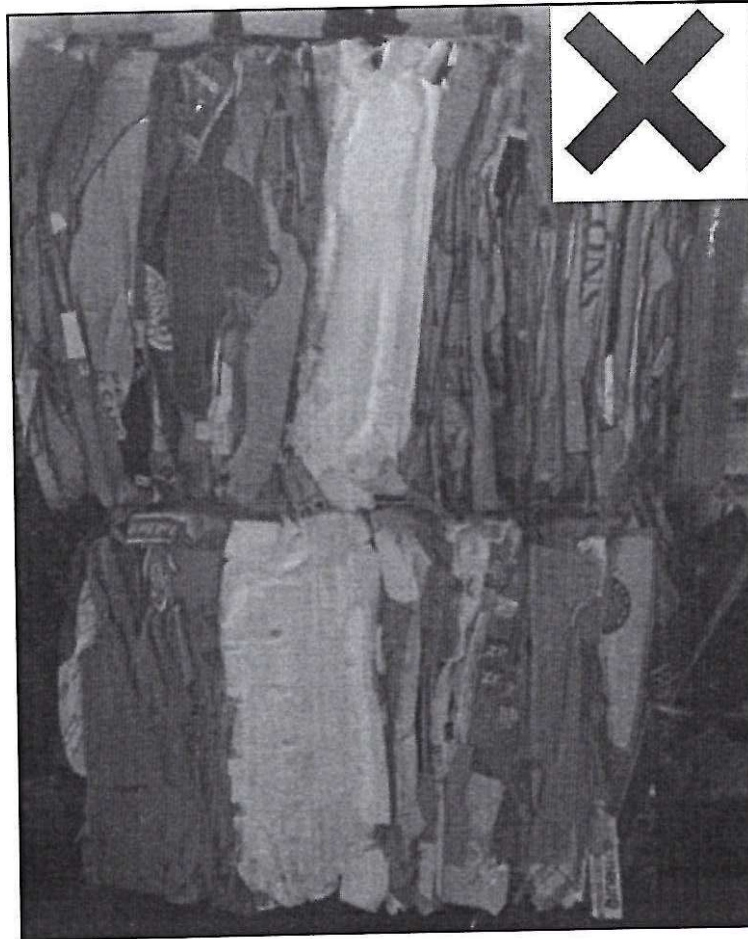
Backhaul Pickups

Always load backhaul so it is neat and organized. The following examples are unacceptable. **DO NOT** return loose crates, cardboard and trash (SAFETY HAZARD). **DO NOT** return fixtures and racks.



Backhaul Pickups

- ☐ **NEVER** return trash with backhauls! Dispose of trash in the dumpster at store level.
- ☐ **DO NOT** mix trash, food or plastic wrap with colors or writing with plastic shrink wrap. This cannot be recycled.
- ☐ **DO NOT** mix trash, plastic or Styrofoam with cardboard bales. This cannot be recycled.
- ☐ **DO NOT** throw loose crates, cardboard, trash bags, fixtures and racks as this is a **SAFETY HAZARD**.





Deliveries – DC Load Diagram

Operations

Follow these steps to use the Load Diagram form to account for all pallets delivered and ensure seal integrity. This applies to all 99 Cents Only Stores DC Deliveries.

Step 1 – Verify Seal

Upon arrival, Driver will hand the Store Receiver the Load Diagram for the trailer.

- ☐ Parts of form will be completed by the loader at the Distribution Center.
 - Trailer # - Load Information
 - First Seal # - Store# (pallet position)
- ☐ Store Receiver must verify Seal# matches
- ☐ Store Receiver must write their EEID # in the space next to the Seal # for the stop. (This is the person who broke the seal.)

99 LOAD DIAGRAM Trailer # 12345

Front of Trailer	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	Rear of Trailer
Store#																																	
Receiver Name																																	

Seal # 000456 Store Receiver/Emp# 71432

Seal # 000231 Store Receiver/Emp# _____

Seal # _____ Store Receiver/Emp# _____

Seal # _____ Store Receiver/Emp# _____

Load Date 5/11 Loader Name Milgore EMP ID# 3382

Delivery Date 5/12 Driver Name Dennis

Step 2 – Unload Pallet

After breaking the seal, the store may begin unloading the trailer.

- ☐ Store Receiver must write their name in the corresponding slot on the diagram for each pallet they unload.
- ☐ Only write name for pallets that were unloaded and are for your store.
- ☐ If pallet does not match the store # on the Load Diagram, notify the Driver.
- ☐ Report to the Inventory Compliance Hotline (323) 881-9950 X 1200

Rear of Trailer

Store# <u>126</u> Receiver Name _____	Store# <u>378</u> Receiver Name <u>Edgar</u>	Store# <u>378</u> Receiver Name <u>Edgar</u>	Store# <u>378</u> Receiver Name <u>Edgar</u>
Store# <u>126</u> Receiver Name _____	Store# <u>378</u> Receiver Name <u>Edgar</u>	Store# <u>378</u> Receiver Name <u>Edgar</u>	Store# <u>378</u> Receiver Name <u>Edgar</u>

Step 3 - Seal the Truck

If the Truck is making another delivery.

- ☐ Driver will verify Load Strap is secure.
- ☐ Driver will hand Store Receiver a new Seal.
- ☐ Place the new seal on the truck.
- ☐ Under NO Circumstance should the Driver break or apply a seal.
- ☐ Verify the seal number matches the seal # on the form for the next stop. Write the Seal # for the next stop on the form. (if this is filled out at the distribution center, if so, verify that seal # matches)
- ☐ Return the form to the driver.

Seal # 000456 Store Receiver/Emp# 71432

Seal # 000231 Store Receiver/Emp# _____

Seal # _____ Store Receiver/Emp# _____

Seal # _____ Store Receiver/Emp# _____



Drop Ship - Receiving

Inventory Management

Use these instructions when receiving Drop Ship deliveries and entering them into the handheld scanner.
Drop Shipment Receiving Hours are from 6 a.m. to 3 p.m. for most vendors.

Step 1- Open Drop Ship Receipt

- ☐ Select 'Drop Shipment' from the Handheld Scanner or Back Office Computer.
- ☐ Enter ID and Password.
- ☐ Select 'New Receipt'.

Step 2- Enter Drop Shipment Delivery Information

- ☐ Enter PO number.
- ☐ Scan item.
 - If item does not scan, enter Item number, UPC or Speed Code.
 - Must be a valid item.
- ☐ Enter Case Pack (Number of selling units in each case).
- ☐ Enter total number of cases received **(Drop Shipments are always entered in cases).**
 - The system will verify quantity against the PO.
 - If quantity matches, proceed to the next item.
 - If quantity does not match the PO, see next step.

Drop Ship Menu	Drop Ship Receiving	Drop Ship Receiving	Drop Ship Receiving	Drop Ship Receiving	Drop Ship Receiving
Price Check Store Order Menu Cycle Count Backroom Menu Scrap Menu DSD Receiving Drop Shipment Pallet Unload Shipment Manifest Store Safe Menu Clearance Check End 7 of 12	New Receipt Change Pending Receipt Credit/Return To Vendor Change Pending Credit/Return Print Reports Menu	Enter PO number 18000294 <Enter> to continue	PO No. 18000294 Scan/Enter UPC: 027541000054 <Enter> to continue <Y> if all items received	PO No. 18000294 Article 30447 UPC 027541000054 Niagara-DrinkingWater16. Case Pack: 24 <Enter> to continue <Esc> previous screen	PO No. 18000294 Article 30447 UPC 027541000054 Niagara-DrinkingWater16. Case Pack: 24 No. cases received <Enter> to continue <Esc> previous screen



Drop Ship - Receiving

Inventory Management

Step 3- Confirm Quantity

If quantity does not match PO:

- ☐ Screen will display PO quantity vs quantity received.
 - Press 'Y' to confirm the quantity you entered.
 - Press <ESC> to return to the previous screen to change quantity. Screen will proceed to the next item.
- ☐ Scan or Enter the next item UPC.
- ☐ Press 'Y' once all items are received.
 - Summary screen will display total cases received.
- ☐ Press 'Y' to confirm (Go to Step 4).
- ☐ Press 'N' if total cases received is not correct.
 - Receipt will printout for manual review, make changes accordingly.

```
Drop Ship Receiving
Warning - Received qty
LESS than Expected

PO No. 18000294
Article: 30447
UPC: 027541000054
Niagara-DrinkingWater16.9c

PO 340 of 24 8160
Rcvn 1 of 24 24
      1 of 26

Short: 4176
<Y> Confirm
<Esc> previous screen
```

```
Drop Ship Receiving
PO No. 18000294

Scan/Enter UPC:

<Enter> to continue
<Y> if all items received
```

```
Drop Ship Receiving
PO No. 18000294

Total Cases Received
1

Confirm? Y/N
```

Step 4- Complete the Drop Ship Receipt

Once order has been confirmed:

- ☐ Press 'Y' to complete.
- ☐ Drop Ship Receipt will print automatically (2 Copies).
 - Vendor must write their name and sign both copies.
 - Give one copy to the vendor.
 - Attach the other copy to the invoice and file with weekly invoices.
- ☐ Final screen will appear with Confirmation Number (In Red).
- ☐ Press 'Y' to confirm printout and close the Drop Ship.
- ☐ Log the delivery on the DSD/Drop Shipment Receiving Log.
- ☐ File the invoice in the designated location for 90 days.

```
Drop Ship Receiving
PO No. 18000294

DROP Receipt printing...
```

```
Drop Ship Receiving
PO No. 18000294

Receiver Number
1000079

DROP Receipt Printed?
Y/N
```




Drop Ship - Receiving 3rd Party Produce

Inventory Management

Follow these instructions to receive Drop Shipment deliveries from 3rd Party Produce Companies. These deliveries are in addition to the deliveries received from the DC.

Step 1 - Unload Delivery

- ☐ Print out Produce PO from 99 Central using Store Drop-Ship PO View.
 - Use PO to prepare for delivery.
- ☐ Unload delivery and check the invoice presented by driver to ensure it is for your store.
 - Sign the invoice for the driver.
 - After signing, the driver may leave.

Step 2- Verify Delivery

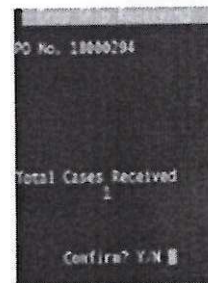
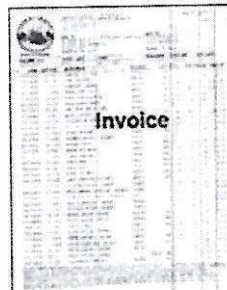
- ☐ Break down pallets and visually verify the quantity of Cases of each item received is correct as listed on the vendor invoice.
- ☐ ***Only scan into the system what is physically received. Do not enter what is on the PO.***

If you are short product when comparing to the Vendor Invoice, contact:

- Charles Produce: 626-509-1230
- C.H. Robinson: 602-254-8643
- OK Produce: 559-443-8371
- Email ReceivingIssues@99only.com.

Step 3 – Enter Info in Scanner

- ☐ Enter delivery information from invoice into Handheld Scanner.
 - Enter PO number.
 - Scan or enter each item / UPC.
 - Enter Case Pack for item.
 - Enter number of cases received.



Email ReceivingIssues@99only.com. for the following:

- ☐ PO in 99 Central does not match the PO on driver invoice.
- ☐ If the case pack of an item on the vendor invoice doesn't match the case pack of what is received.
- ☐ If an item is not in the system.
- ☐ If there is any other system issue that will not let you close the delivery in handheld scanner.

Step 4 – Close Delivery

- ☐ Close your Drop Shipment Receipt on the Handheld Scanner.
 - Log the delivery on the DSD / Drop Shipment Log.
 - File the PO / invoice in the designated location.



PO / Invoice



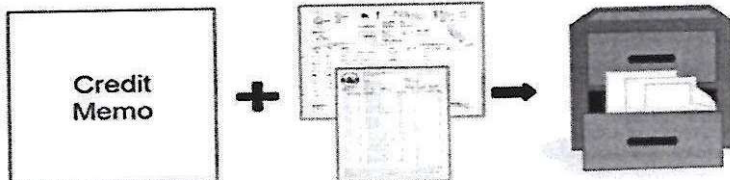
Drop Ship - Receiving 3rd Party Produce

Inventory Management

If there is any spoiled produce received from 3rd Party Produce Companies, follow these instructions:

WITHIN 24 Hours from Receiving Spoiled Produce

- ☐ Contact the following within 24 Hours of receiving product to get credit for spoiled product received:
 - Charlies Produce: 626-509-1230
 - C.H. Robinson: 602-254-8643
 - OK Produce: 559-443-8371
- ☐ Provide the following information:
 - Store Number
 - Delivery Date
 - PO #
 - Item # and Quantity
- ☐ **DO NOT** scrap product. **HOLD** product in backroom – Place in 'Vendor Credits' basket at the Scrap Station.
 - 3rd Party will pick up product with the next delivery.
 - Driver will provide a Credit Memo for the spoiled product.
 - Attach the Credit Memo to the delivery paperwork filed.



AFTER 24 Hours from Receiving Spoiled Produce

- ☐ No credit will be given for spoiled product reported AFTER 24 Hours from receipt – your store owns the spoiled product after 24 hours.
- ☐ Scrap spoiled product using the Handheld Scanner.
 - Use Scrap Code "Expired/Spoiled"
 - Discard in trash using a clear plastic bag after scrapping

Scrap Reason

1. Damaged in Store
2. Expired/Spoiled
3. Recall Destroy
4. Arrived Unsellable
5. End of Season
6. Equipment Failure

Enter Reason



REMINDER

Use Markdown Programs to help sell through product still OK to sell to minimize scrap and increase sales.